



CITY OF MESA

Authorization for Direct Deposit

Employee Name:	
Employee ID:	<input type="checkbox"/> ADD a New Account* <input type="checkbox"/> CHANGE amount of Existing Account(s) <input type="checkbox"/> STOP an Existing Account(s)
Today's Date:	

I hereby authorize the City of Mesa to withhold from each Payroll check and forward the funds to the following Financial Institution(s) to be deposited as follows:

ADD a New Account: *Include documentation from the Financial Institution with the ABA Routing Number and Account Number for all New Accounts. A Deposit Slip will not be accepted to set up a Direct Deposit.

Note: It takes two (2) pay cycles for a new account to take effect. All new account setups will go through a 'pre-note' phase in which the account information transmittal is tested with the bank to ensure accurate routing and account numbers. **During this 'pre-note' phase, you will receive a 'live' paper paycheck if the account being pre-noted is the Primary account.**

Primary Account Primary Account is the account into which all remaining pay is to be deposited.

Routing Number _____

Account Number _____

☐ Checking

☐ Savings

Secondary Account When adding a Secondary Account, the Primary Account must be active before a Secondary Account can be submitted.

Routing Number _____

Account Number _____

☐ Checking

☐ Savings

_____ % or \$ _____

CHANGE amount of Existing Account(s):

Routing Number _____

Account Number _____

☐ Checking

☐ Savings

_____ % or \$ _____

Routing Number _____

Account Number _____

☐ Checking

☐ Savings

_____ % or \$ _____

Effective immediately, I authorize the City of Mesa to Stop my existing Direct Deposit to the following Financial Institution(s). I understand that Stopping a Primary Account stops **all** Direct Deposits and I will receive a 'live' paper paycheck until a new Primary Account is established.

STOP an Existing Account(s):

Routing Number _____

Account Number _____

☐ Checking

☐ Savings

_____ % or \$ _____

Routing Number _____

Account Number _____

☐ Checking

☐ Savings

_____ % or \$ _____

Employee Signature

Date